

## R3-1

Answer 11

Personnel Folder Copy \_\_\_\_\_  
Supervisor's Copy \_\_\_\_\_  
Employee's Copy \_\_\_\_\_  
Classification Copy \_\_\_\_\_

A. Duties:

Cleans office, storerooms, laboratories, corridors, stairways, and other areas by sweeping, mopping, waxing and polishing, using mops, brushes, brooms, vacuum cleaners, buffers, and cloths; keeps restroom in a clean, orderly, and sanitary condition; cleans, disinfects, and deodorizes lavatories, urinals, and toilet bowls; replenishes rest room supplies; dusts, waxes and polishes office furniture; empties waste baskets or other trash containers; cleans lamp shades and venetian blinds; washes walls, glass partitions, mirrors, and other glass surfaces or articles; and, maintains a stock of cleaning materials and equipment needed to perform the work and informs supervisor when more materials are needed or equipment is in need of repair.

B. Skill and Knowledge:

No job training or previous work experience is necessary. Basic ability and knowledges such as reading signs, following simple oral and written instructions, lifting and moving lightweight objects and moving around well enough to work safely is required. Incumbent must possess the ability to use common cleaning tools and lightweight vacuum cleaners. Also may use powered waxers and buffers after a short training period.

C. Responsibility:

Receives specific instructions for each new task and is not required to use judgment since the work is scheduled and checked upon completion. When working in a laboratory environment, care is required to avoid breaking of and spillage of chemical containers.

D. Physical Effort:

Work involves light physical effort in using vacuum cleaners and dry mops; running lightweight powered scrubbers and buffers; continuously standing, bending, stooping, and reaching; lifting and emptying waste baskets; pushing carts loaded with waste paper; and occasionally lifting and carrying items up to about 20 pounds.

E. Working Conditions:

Works indoors in areas having adequate heat, light and ventilation. Is exposed to dirt, dust, disagreeable odors, and exposure to chemicals. Normally, there is a chance only of minor injuries (cuts, bruises, etc.).

A condition of employment is the wearing of the official U.S. Fish and Wildlife Service uniform in a manner prescribed in 3 AM 3 of the Administrative Manual. The incumbent is required to obtain and properly wear uniform components within Class \_\_\_\_ and \_\_\_\_.